TREASURY TODAY

Treasury Open House

The next Treasury Open House dates are Wednesday, March 17th and Wednesday, April 21st from 5:00 p.m. to 7:00 p.m.. Please drop in to meet the Treasury staff in an informal setting. R.S.V.P. by calling Judy at 4938.

Payroll

We have been heavily involved since the beginning of the year with the implementation of the new Human Resources / Payroll Information System. We would like to thank the University community for its patience during this very hectic time.

Irrespective of your employment status, we can deposit your pay cheque directly into your bank account. For more information, please call our office at 4920. For those of you who already have direct deposit, the Federal and Provincial Income Tax Slips (T4's) for 1992 will be attached to your pay stubs for the February 18th pay date. For all others, your tax slips will be mailed to the home address which we currently have on file for you.

Federal Income Tax - With the elimination of the non-refundable child tax credit, effective January 1, 1993, a new form TD1 (revised 1993) will be required, for 1993, for all individuals who have previously claimed three or more dependents under age 19. Forms are available from the Payroll Office (4920).

Research & Special Funds

We recently issued our "Researcher's Financial Services Guide". The guide is intended to assist you in the financial management of your account(s). We would appreciate your feedback on the contents of the document so that improvements can be made to future editions.

Please note that the March 31st year-end for NSERC, SSHRC and MRC grants, as well as for DSS contracts, is fast approaching. Therefore, could you please carefully examine your ledger reports for any discrepancies, errors or omissions? This way, we can resolve any problems that should arise prior to the reporting deadline.

In addition, for the DSS contracts, a listing of all the commitments you have made for the month of March (with dollar values), as well as copies of all purchase requisitions or invoices which you wish to have included on the March 31st claim should be submitted to Emily Karakul no later than March 15th.

Accounts Payable

We would appreciate your cooperation in properly completing expense reports. Please ensure that you include complete account numbers (ie: Fund, Area, Organization, Object and Sub-Object), supporting receipts and obtain the necessary approvals. This way, your claim can be processed promptly.

For your information, Accounts Payable cheques are printed every Thursday night and mailed on the following Monday and Tuesday.

As mentioned in our last Newsletter, we have started reviewing our accounts in order to adjust any discrepancies we may find. We would like to remind everyone to review old encumbrances and report any inconsistencies to Sandy Whitney (4943). As always, if you have any questions, please call us at 4930.

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Many thanks to Serge Bergeron for the "new face" of our Newsletter.

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